



# CLAIM FOR STATE FUEL TAX REFUND BY FEDERAL AGENCY SPECIAL FUEL - TAX TYPE 62

OFFICE OF STATE TAX COMMISSIONER  
SFN 22964 (8-05)

For period from \_\_\_\_\_ through \_\_\_\_\_  
(month/year) (month/year)

Name of Federal Agency:	Federal ID:
Address:	Telephone No.:
City & State:	Zip Code:

## When To File Claim

A claim for a refund of special fuel (undyed diesel/dyed diesel) taxes of \$5.00 or more may be filed by an agency of the United States government. A claim covering tax on special fuel purchased during calendar year 2005, may be filed at the following times:

- Any time between January 1, 2006 and June 30, 2006.
- Any time during the year the fuel was purchased when the refundable taxes reach \$400 or more.

**Note - The claim for a refund of taxes paid on diesel fuels purchased in 2005 must be filed no later than June 30, 2006.**

## Claimant's Declaration of Eligibility:

The claimant is an agency of the government of the United States.  
The North Dakota special fuel taxes were billed directly to the Federal Agency.  
The claimant has paid the North Dakota tax to the seller of the fuel.

Refund Calculation (Attach original invoices or certified histories)	Column A Purchased 1-1-05 - 6-30-05	Column B Purchased 7-1-05 - 12-31-05	Column C Total of Col. A + Col. B
1. Enter total gallons of undyed diesel fuel purchased .....	Ø	Ø	Ø
2. Compute per gallon tax: Column A = \$.21 times Line 1 .....	\$	\$	\$
Column B = \$.23 times Line 1 .....	\$	\$	\$
3. Enter total gallons of dyed diesel fuel purchased .....			Ø
4. Enter dollar amount, without tax, of Line 3 gallons .....			\$
5. Compute .02 (2%) times dollar amount on Line 4 .....			\$
6. <b>Refund Payable</b> - Line 2, Col. C + Line 5, Col. C .....			\$

I declare, under the penalties of North Dakota Century Code § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this report, including any accompanying attachments, has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Signature of authorized official (required)	Date	Official's Telephone Number
Signature of preparer other than authorized official	Date	

**Mail To: Office Of State Tax Commissioner, 600 E. Boulevard Ave., Dept. 127, Bismarck, ND 58505-0599**

Do Not Write In This Space

## Instructions

An agency of the United States government is exempt from the North Dakota special fuel taxes. If paid by the agency, the taxes are fully refundable.

### Form:

Use the form prescribed by the Tax Commissioner. Enter your federal employer identification number, name, and address in the appropriate spaces. Complete the form in its entirety and be sure to sign and date it. The claimant is directly responsible for the accuracy of the information. Fuel dealers are prohibited by law from preparing refund claims for consumers.

### Original Invoices or Sales Tickets:

**Invoices, sales tickets, or certified listings which do not contain the required information will not be accepted, and the entire claim may be denied.**

The law requires that invoices or sales tickets, or certified listings, detailing fuel purchases be submitted with claims for tax refunds. The information on these documents must be entered by the seller of the fuel. The law specifies that each invoice or sales ticket must include:

- The seller's name and address;
- The date the fuel was purchased;
- The type of product;
- The number of gallons of motor vehicle fuel purchased;
- The state tax as a separate item or a statement that the state tax is included in the price; and
- The name of the claimant.

In addition, there should be a document number on the invoice or sales ticket.

The invoices or sales tickets must be ORIGINALS; and if the original invoices or sales tickets are lost, the claimant may substitute duplicates plus a separate affidavit on forms prescribed by the Tax Commissioner.

If there are 50 or more original invoices or sales tickets, those documents must be organized, separately for Col. A gal. and Col. B gal., as follows:

- In groups by seller of the fuel;
- In sequential order by document number within each "seller" group.
- With detailed and summarized gallonage totals attached to each group.

### Certified Histories – In Lieu of Original Invoices:

A claimant may submit certified histories detailing the required information. Certified histories must be prepared by the seller of the fuel. The histories must detail each purchase of fuel on which a refund is claimed. The histories must include certification statements verifying that the information is a true and correct record of sales

to the specific consumer; that original documentation is available for audit purposes; and, if the state tax is not listed as a separate item, that the tax was included in the price.

For refund claims by Federal agencies, certified histories may also be prepared by or on behalf of credit card companies. The preparers must identify the seller of the fuel, by name and address (city, state) for each transaction and must provide all other information required. In addition to the other certification statement requirements, these preparers must also include a statement to the effect that the price per gallon for each transaction was true and correct. If the preparer cannot provide a history that meets the requirements, the claimant will need to obtain a tax credit or tax refund through the seller from whom the fuel was purchased.

### Audits:

Tax refund claims are subject to audit by the Tax Commissioner. An audit may be conducted any time within three years after the due date of the claim or within three years after the claim was filed, whichever occurs later. When a claim is selected for audit, the claimant is expected to provide any additional information required by the Tax Commissioner.

### Instructions for Columns A, B & C - Lines 1 – 6 :

**Line 1:** Enter the total gallons of undyed diesel fuel purchased during the calendar year 2005. In Column A enter purchases made 01-01-2005 through 6-30-2005. In Column B enter purchases made 07-01-2005 through 12-31-2005. In Column C enter the total of Column A plus Column B.

**Line 2:** Compute the tax paid on the net gallons subject to refund. For Column A multiply \$.21 times the gallons on line 1, for Column B multiply \$.23 times the gallons on line 1. In Column C enter the total of Column A plus Column B.

**Line 3:** Enter the total gallons of dyed diesel fuel purchased during the calendar year and for which supporting documentation is submitted with the claim. (Do not include undyed diesel fuel or gasoline/gasohol.)

**Line 4:** Enter the dollar cost of the fuel (without taxes) of the line 3 gallons.

**Line 5:** Multiply .02 (2%) times the line 4 dollar cost of the fuel to compute your refund on dyed diesel fuel.

**Line 6:** Add line 2 and line 5 for your total refund.

### If You Need Assistance

If there are questions concerning the claim or the invoices, please contact the Motor Fuel Tax Section at 701-328-2050.